

Meeting Minutes for District 4 FICE Liaison Committee
Friday, March 25, 2016, 3:00 PM

1. SWAT Process Issues (Steve Braun)

Steve Braun is the D4 SWAT Team Leader, the rest of the D4 SWAT Team is made up of Ann Broadwell (EMO), John Olson (Consultant Management), Leslie Wetherell (Program Management), Scott Peterson (Design) and a representative from the Drainage Department. The team meets once a month.

There will be questions for the FICE Secretary's Panel at the Consultant Conference in May. Gerry O'Reilly and Billy Hattaway will be discussing; two different approaches will become obvious.

SWAT statewide for all PD&E studies is the direction FDOT is taking. Some districts at staff level think only of SEIR projects for SWAT.

- a. Clarification/discussions on the contract approaches to overlap design activities
Concept of SWAT is modeled from the SEIR process. Brian Blanchard sent all districts correspondence on the contracting options. They are: 1) PD&E & Design together, 2) PD&E with Design optional and 3) Two separate contracts with or without a gap between ads. The decision on which option to take will be made on a project by project basis. D4 will typically use Option 3.
- b. Use of Districtwides for pre-work
The Planning and Environmental Office utilizes D/W contracts, primarily used for data collection. The intent is to have pre work available at the time of the ad. Steve Braun will be developing a timeline for activities and will be made available to D4 consultants.
- c. Expectations in LOR and selection considerations
Consultants should address whether same firm is handling both the PD&E and the design, if not identify, which firms will be responsible for each category. Should address how the team will handle the overlapping phases. The LOR is expected to address ways the team can accelerate the engineering, environmental activities and traffic studies. The respondents should also address their familiarity with the SWAT process and streamlining deliverables.
- d. NEPA Assignment update
FHWA delegates states to be self-certified. It is a statewide application. The target date for FDOT self-certification is December 2017. This is the target date, which would be before the current administration leaves office so as to not get caught up in new administration delays. There will be higher expectations on documentation; project files for each district should be the same. For documents

and process audit, the FDOT staff and industry needs to be engaged in the process. Administrative Record and Legal Sufficiency now will be done by FDOT. Once the agreement is signed, all projects automatically transfer over to self-certified (a few are noted as exceptions – three projects statewide not included). Central Office staff will assume the role of FHWA. Training will be provided; this may be achieved via a PD&E workshop in the near future.

- e. Emphasis on the SWAT dashboard and project tracking
There is statewide tracking of each District's SWAT performance and LDCA performance will be added later.
- f. Support Staff adjusting to SWAT Process
FDOT is completely on board with accelerating schedules, Consultants are also expected to be on board and will need to adjust to shorter schedules.
- g. Adjusting of PD&E Schedules Templates using SWAT Process
New templates have been developed to account for overlap work. The templates are still being refined.

2. Action Items from January 2016 Meeting

- a. Post Design Services not keeping the EOR due to high rate.
District 4 was not aware of this and will have Consultant Management look into this.
- b. Roster Change –
Added Manny Then to the FICE roster, as David Rivera has rotated out.

3. Statewide Liaison Committee Activities

- a. FICE Transportation Conference – May 12-13 at Hyatt Orlando Airport
There will be seven representatives per district plus presenters, same as last year.
- b. No font size restrictions on unaltered photos
- c. Conflict of Interest Policy in for SWAT Process needs to be clarified
If a firm is either a prime or a sub on a PD&E ad, they must request the District Secretary's permission to proceed with the pursuit. It is the intent to have PD&E projects advertised shortly after the Alternatives Workshop.
- d. Small E&O Claims
D-2 had a small claim for around \$34; D-4 follows the statutes, which does not allow for a minimum threshold on a claim.
- e. Travel Time Policy
The furthest point in district to district office will be the basis for determining travel time; two exceptions – Florida's Turnpike and the Florida Keys; there may be some changes forthcoming to policy. FDOT and FICE are currently working on a policy. It will be further discussed at the April 12, 2016 Transportation Committee Meeting.

f. New Public Records Law (HB 273)

All public records requests are to be made through the agency; if consultant requested to provide public records, direct requestor to the FDOT, the FDOT will direct how records are to be provided.

4. New FDOT Issues:

a. Scope Meetings for Districtwide contract: D4 is looking into not scheduling scope meetings for some Districtwide contracts (FDOT Project Manager Discretion)

Scope meetings may be held on BDI contracts, especially if firms trying to break into FDOT are shortlisted. For other projects they will hold scope meetings via teleconference.

5. New FICE Issues:

a. How does D4 use the scores obtained from the Project Audit Submittal System (PASS)?

Nadir Rodrigues (Program Management) prepares these and the scores are sent directly to the Project Manager for design projects. Gerry O'Reilly does not appreciate if FDOT has to correct small errors in the plans; consultant QA/QC process should rectify these errors prior to plans being submitted to FDOT. D-4 Project Managers and Consultant performance measures include PASS scores for design projects. There is no systematic way that these scores are reported. Project Managers are aware of the PASS scores firms receive; this may impact consultant shortlisting. A sloppy set of plans may be an indicator of more problems. The Design Consultant should request their PASS score if they are not receiving them.

b. Entering Task Work Orders into CITS

Jessica Rubio is working on addressing this issue. Major turnover in the D4 PSU office plus work volume increase has been a factor entering CITS. D4 PSU recently received one position (moved from other area), which will be dedicated to CITS.

6. General Discussion

a. Audit for Negotiations

D4 checking closely for firms retained for underutilized work types in the selection and have been switched out during negotiations; PSU will put back original firms in contract; Jessica Rubio noted two cases where this has occurred.

b. Problems classifying personnel properly in the AFP.

PSU requested for Consultants to pay attention to having personnel properly classified.

c. General PSU comment related to LOR's

Do not offer free services or make references to low cost professional services in the LOR and in interviews. If references are made to free or lower fee services this will disqualify the firm. Consultant may reference construction cost savings.

d. General Comments by FICE member on CAP presentations

Discussed examples of CAP presentations made by other districts. Shared the recent Florida's Turnpike Enterprise example where they presented the CAP via webinar. D4 and D6 are not presently doing this.

e. Consultant General Firm Credentials marketing meetings with Secretary and Directors

These meetings should be general qualifications sessions and not project specific. District 4 believe that the frequency should be no sooner than every six months; some firms were visiting more frequently and holding project specific discussions. If the firm has made changes, focus on that aspect. As always there will likely be exceptions to this guidance.